


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE Federal Register/Vol.65, No.156 - §664.410 (5), §663.320 PL 129(c)(2); TEGL 15-10 ; TEGL 17-05	PAGE 1 OF 2
	ORIGINAL ISSUE DATE	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Occupational Skills Training		ADDENDA:

Purpose:

Occupational Skills Training (OST) is one of the Workforce Investment Act (WIA) 10 required elements. The training assists participants in acquiring and demonstrating the essential occupational competencies and skills that will qualify them for employment plus establish the first-step on a career path toward self-sufficiency.

Process Description:

WIA funds must be used for training in high demand occupations and industry clusters identified by the MWC Board. Labor market information should be reviewed and explored with participant to ensure successful training outcomes.

Youth program staff should consider the following items for placing a participant in training:

- Ensure that the training program correlates with the participant's Individual Service Strategy (ISS).
- Review labor market information for availability of jobs in the OST area.
- Participant's ability to perform and progress at a reasonable pace, i.e. TABE scores and educational background meet required/appropriate levels for the OST selected.
- Acquires the minimum job specific skills, knowledge and abilities necessary to perform related jobs adequately and competitively.
- Selection of a training program is based upon the following criteria: quality of training, cost of training, length of training, competencies expected to be achieved, and accessibility of training site to participant
- Ensure training provider and program are on the State Eligible Training Provider List in AJC.

Youth program staff must leverage available training funds, to include Pell Grant and scholarships, to ensure that the costs of training and support services are fully paid for participants and to reduce the likelihood of duplicate payments for such services. Youth program staff shall assist each participant in establishing Pell Grant eligibility before a participant enrolls in a particular school or training program. A WIA participant may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as pre-arrangements have been made with the training provider and the WIA participant regarding allocation of the Pell Grant, if it is subsequently awarded. In the case of approval of the Pell Grant, the training provider must reimburse MWC the WIA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of the Pell Grant assistance disbursed to the WIA participant for education-related expenses, only tuition.

The Free Application for Student Aid (FAFSA), which is used to establish Pell Grant eligibility, is readily available on-line at <http://www.fafsa.ed.gov>. When a participant completes a FAFSA online, it is electronically submitted immediately to the U.S. Department of Education (DOE) for processing. Generally, the DOE makes a determination of Pell eligibility and notifies an application within 30 days of FAFSA submittal.

All WIA youth who are between the ages of 18-21 should complete a FAFSA if entering vocational or postsecondary education and the program or school is FAFSA eligible.

The training voucher must include the following items:

- Start and end dates
- Total tuition costs
- Appropriate ancillary costs (community college bookstore costs require an additional training voucher)
- Information noting potential Pell Grant fund amount applied to training costs